

41st Annual
Christmas Craft Show

Weeks Center
Aiken, SC 29803

Friday, December 2, 2011
&
Saturday, December 3, 2011

*2011 Food Vendor
Information and
Application
Enclosed*



Christmas Craft Show
Aiken Parks, Recreation & Tourism Dept.
H.O. Weeks Center
P.O. Box 1177
Aiken, S.C. 29802-1177



City of Aiken

Post Office Box 1177
Aiken, South Carolina 29802



Dear Potential Food Vendor:

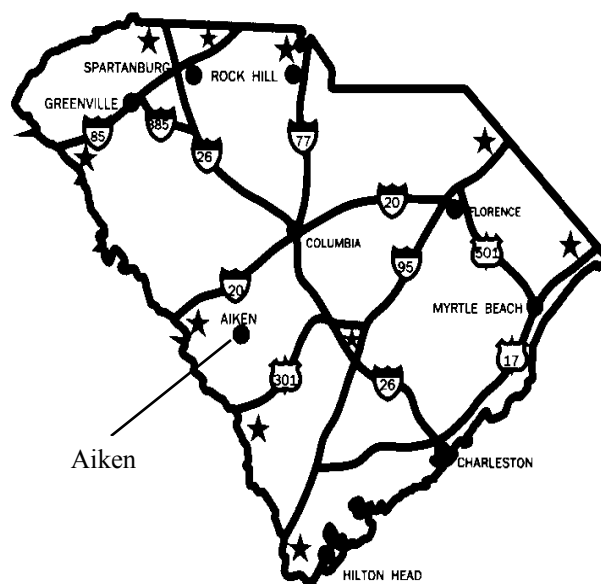
Thank you for your interest in the 41st Annual Christmas Craft Show. Enclosed you will find all of the pertinent information for your application process. Please read all of the information and follow the instructions carefully. Please note that this is a juried show. You will be notified by mail if you have been selected for this show.

After reviewing the entire application packet, please return the **application, check, photo/website of set-up, and self-addressed stamped envelope**. Your application will not be processed if any of these items are missing. The application booklet is yours to keep for reference prior to the show. Please note that space assignments will not be issued until check-in, Thursday, December 1st, 2011.

Thank you for your consideration. Should you have any questions concerning the show or your application packet, please contact me via email at kwarfield@cityofaikensc.gov or by phone at (803) 642-7631. Thank you.

Sincerely,

Kiersten Warfield
Recreation Program Coordinator
City of Aiken Parks, Recreation & Tourism Dept.
Fax (803) 642-7639
kwarfield@cityofaikensc.gov



RULES AND REGULATIONS

1. **THIS IS A JURIED SHOW.**
2. All food vendors must dispose of their grease/used grease at a legal OFFSITE location.
3. All vendors must be in their booths and set up prior to the opening of the show on the first day and 30 minutes prior to opening on the second show day.
4. All doors to the Weeks Center will remain locked until the opening of the show on each day. This is for the protection of all crafters and the Parks, Recreation & Tourism Department.
5. All vendors are required to attend the show. If you have an emergency and cannot attend the show, please call the Parks, Recreation & Tourism Department at (803) 642-7631 to notify the staff. Whenever possible, please give several days notice, so that your space may be filled with someone from the waiting list.
6. Vendors are to bring enough items to sell both days of the shows. No food vendor is to breakdown their booth early. ANY exhibitor who breaks down their booth EARLY or DOES NOT SHOW UP for the show may be removed from the mailing list. This is left to the discretion of the PRT Department.
7. Vendors are responsible for their own power supply. The City of Aiken **will not** furnish a generator. If a generator is required for your set-up, it must be gas powered.
8. Food vendors are not allowed inside the center. Baked goods are allowed inside and outside.
9. There will be **NO** rain date. A registration is a commitment to the show and **no refunds** will be made.
10. A vendor MAY NOT sell a space or any part of a space.
11. Canopies and tents, including any connecting wires or stakes, **MUST** be totally contained within the exhibitor's assigned space.
12. All exhibits **MUST** be independent of autos, trucks, campers, etc.
13. Security will be provided Thursday and Friday nights. However, the City of Aiken will not be held responsible for loss or damage for any reason.
14. The postmark on a submitted application is used only to determine if a late fee should be assessed.
15. Food vendors are responsible for meeting all local, state and federal food preparation laws where applicable. You must contact the appropriate agencies pertaining to these matters.

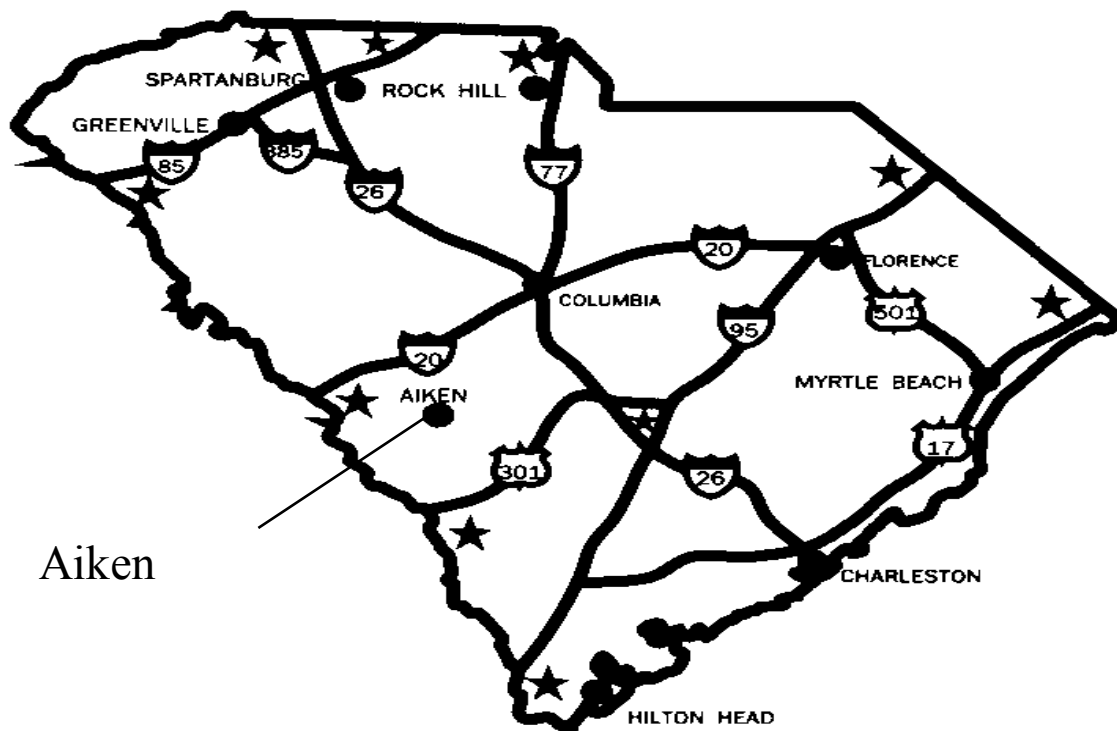
The submittal of an application **is not a guarantee** of acceptance in the show. This is a juried show and the Parks, Recreation & Tourism Department reserves the right to refuse acceptance of any application. To insure greater variety and opportunity for vendors and customers, a limited number of exhibitors will be accepted in each category. The decisions on acceptance into the craft show and the placement of booths is determined by the jury and the Parks, Recreation & Tourisms Department staff. All decisions are final.

APPLICATION INSTRUCTIONS

Those not meeting application instructions will be given last consideration.

- ◆ Applications must be submitted by mail only. Those postmarked after September 1st, 2011 will be considered late and the \$25 late fee will be added to your entry fee.
- ◆ Acceptance/denial notifications and receipts will be mailed no earlier than October 1st, 2011.
- ◆ Each application must be accompanied by a **check, photos of set-up, and a self addressed stamped envelope**. Applications will not be processed if any items are missing. No exceptions.
- ◆ Make all checks payable to: **City of Aiken**
- ◆ A photo representative of booth set-up must be submitted with the application (whether or not food vendor has been in previous shows). No exceptions.
- ◆ A map of available spaces is enclosed in the packet. The map is for informational purposes only and may be subject to change without notice by the Parks, Recreation & Tourism Department. Space assignments will not be issued until check-in, Thursday, December 1, 2011.
- ◆ A self addressed, stamped envelope **MUST** accompany all applications.
- ◆ Return the application, check, photo/website, and self addressed stamped envelope. All other packet information sent should be kept by the crafter for reference.
- ◆ Mail application, photo, self addressed stamped envelope, and check to:

Christmas Craft Show
City of Aiken Parks, Recreation & Tourism Department
P.O. Box 1177
Aiken, S.C. 29802-1177



This is a juried show.

2011 Christmas Craft Show
Weeks Center
Outside Spaces

MAP IS NOT TO SCALE!

139
138
137
136
135
134
133
132
131
130
129
128
127
126
125
124
123
122

Spaces 122 & Above

CRAFTERS IN SPACES 101-121 MAY PARK BEHIND
THEIR SPACE. SPACES 95-100 MUST PARK BEHIND
THE WEEKS CENTER AFTER SETTING UP THEIR
BOOTHS AND DURING SHOW HOURS!

121	120	119	118	117	116	115	114	113	112	111	110	109	108	107
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DRAIN

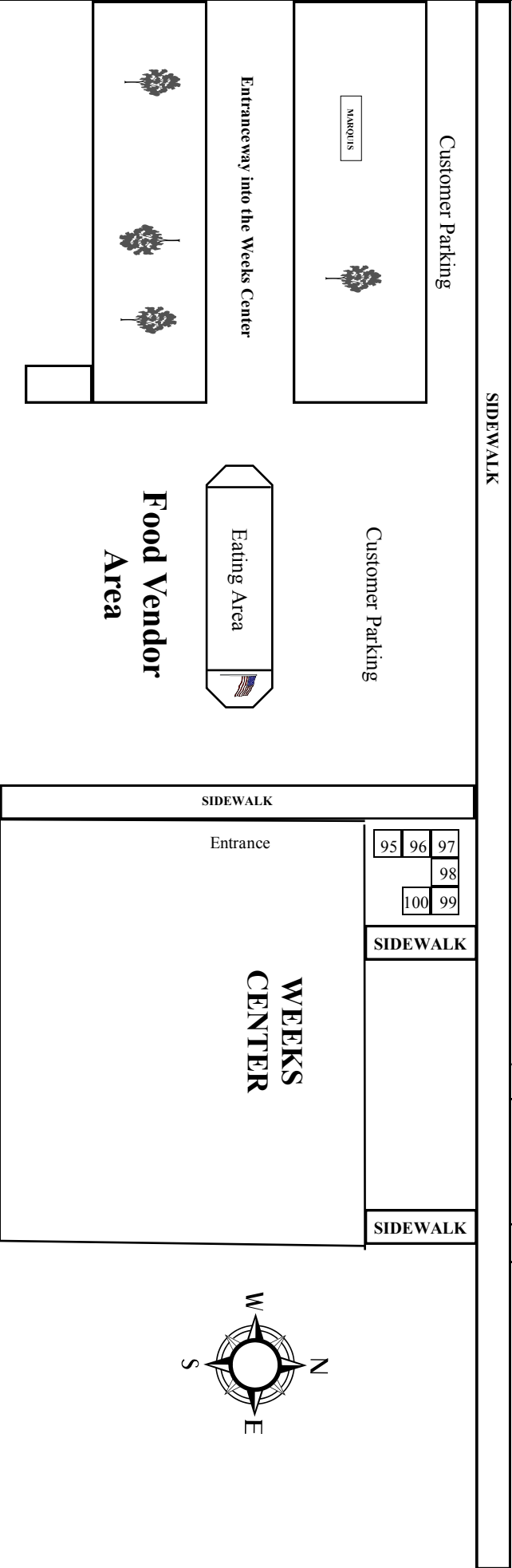
106	105	104	103	102	101
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Walkway

BENCH

BENCH

PLAYGROUND



GENERAL INFORMATION

LOCATION:	Weeks Center 1700 Whiskey Road Aiken, South Carolina
DATES & TIMES OF SHOW:	Friday, December 2nd 9:00a.m. – 5p.m. Saturday, December 3rd 9:00a.m. – 5p.m.
SET UP DAYS & TIMES:	Thursday, December 1st 10:00a.m. - 8:30p.m. Friday, December 2nd 7:00a.m. - 9:00a.m.
SPACE SIZE	Standard 12 x 12 Larger spaces are available for an additional fee (see entry fee section)
ENTRY FEE	<p><u>For a 12 x 12 space:</u></p> <p>\$75.00 for Aiken CITY residents</p> <p>\$115.00 for all others</p> <p>Aiken City residents are given a lower rate on booth spaces because they pay Aiken City taxes which help support the facility at which the show is held.</p> <div> <p>Early Bird Special!!! Save \$15.00 by turning in your application by August 1st, 2011.</p> <p><u>If you need a space larger than 12 x 12:</u></p> <p>\$0.54 per sq. foot for Aiken CITY Residents</p> <p>\$0.81 per sq. foot for all others</p> <p><u>FOR EXAMPLE:</u> If you are not an Aiken City resident and your trailer is 12 x 14:</p> <p>Multiply length x width 12 x 14= 168</p> <p>Multiply 168 by 0.81 (non resident fee) 168 x 0.81=136.08</p> <p>You would owe \$136.08</p> </div>
TAXES AND HEALTH REGULATIONS	All vendors are responsible for reporting applicable sales tax according to federal and state tax laws. You are responsible for meeting all state and local health codes. Contact the appropriate offices for information.
POWER	Power will not be provided. You are responsible for providing your own power source. If your set-up requires power, generators must be gas powered.

Food Vendor Application Form

41st Annual Christmas Craft Show

City of Aiken Parks, Recreation & Tourism Department

P.O. Box 1177

Aiken, SC 29802

(803) 642-7631

Fax (803) 642-7639

www.cityofaikensc.gov

Please TYPE or PRINT clearly, filling in ALL information including ZIP and AREA codes.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Mobile Phone: () _____

Work Phone: () _____ Fax Number: () _____

Email: _____

Website (no photos required) : _____

Description of Food to Be Served: _____

I have read and agree to abide by the rules and regulations contained in the attached application packet and to meet all health requirement to sell food at this show.

Signature: _____ Date: _____

Booth Fee **Aiken City** Resident (12x12 booth) \$ 75.00 \$ _____

Booth Fee All Others (12x12 booth) \$ 115.00 \$ _____

Custom Square Footage Booth (larger than 12x12) varies \$ _____

Early Bird Fee (for envelopes postmarked before August 1st, 2011) -\$15.00 \$ _____

Late Fee (for envelopes postmarked after September 1, 2011) \$ 25.00 \$ _____

Total Due (make check payable to **City of Aiken**) \$ _____



BEFORE RETURNING:

Did you include (please initial by each one):

- ◆ Completed application? Photo? _____
- ◆ Check made out to City of Aiken? _____
- ◆ \$25 late fee if postmarked after September 1st? _____
- ◆ Self addressed, stamped envelope? _____